



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: October 24, 2017

Subject: Issuance of Request For Proposal for America's Job Center of California and Adult and Dislocated Worker Career Services

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board, to issue Request for Proposal #1158 in an amount not to exceed \$1,500,000, to procure America's Job Center of California operations and management and the delivery of Adult and Dislocated Worker Career Services under the Workforce Innovation and Opportunity Act, for the period of July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

The Workforce Development Board of Contra Costa County requests Board Approval to release up to \$1.5 million of Workforce Innovation and Opportunity Act, Adult & Dislocated Worker federal formula funding through a Request for Proposal for the operation and management of America's Job Centers of California and a full array of Adult and Dislocated Worker career services throughout Contra Costa County for Program Years 2018-2019.

CFDA #17.278, 17.258

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/24/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 24, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Gina Chenoweth  
608-4961

cc:

**BACKGROUND:**

On September 13th, 2017, the Workforce Development Board (WDB) Executive Committee approved the development and release of a Request For Proposal (RFP) to procure America's Job Center of California (AJCC) operations and management and the delivery of Adult and Dislocated Worker (A&DW) Career Services under the Workforce Innovation and Opportunity Act (WIOA). Since 2000, the WDB has provided these services under the administrative entity of Contra Costa County Employment and Human Services Department (EHSD).

### BACKGROUND: (CONT'D)

In Contra Costa County, employment services are currently provided to job seekers and businesses via a workforce system that incorporates the Temporary Assistance to Needy Families (TANF)-funded California Work Opportunity and Responsibility to Kids program (CalWORKS) and the WIOA-funded AJCCs, as well as a broad network of community partners.

While AJCC Operations have benefited programmatically and fiscally from integration with CalWORKS under the County EHSD umbrella, the economics have dramatically changed within the last year. With the reduction in CalWORKS funding coupled with the reductions in WIOA funding, it has become unrealistic to continue to support the existing structure at the current level. Further, it is expected that EHSD/WDB will continue to see reductions in allocations next year for both WIOA and CalWORKS.

Local Workforce Development Boards have two options to fulfill the AJCC and A&DW Services Provider requirements under WIOA. The local WDB may serve as the A&DW Career Services Provider with the approval of the local WDB's Chief Elected Official (CEO) and the Governor of California. Contra Costa County WDB's CEO is the Board of Supervisors. Alternatively, the local WDB may also award contracts to eligible providers identified through local procurement policies and procedures. Local WDBs will use a competitive process to select Adult and Dislocated Worker Career Services Providers as it promotes efficiency and effectiveness by regularly examining performance and costs.

### CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be unable to provide adequate career services to adult and dislocated workers.

### CHILDREN'S IMPACT STATEMENT:

The services provided under this contract support three of the five of Contra Costa County's community outcomes: (3) "Families that are Economically Self-Sufficient"; (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families" by providing career support services for families of adult and dislocated worker.